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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AWARD OF SIX LANDSCAPE SERVICES CONTRACTS
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Approval of six landscape contracts to provide services to various County departments.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that landscape services can be more economically performed by independent contractors than by County employees.
2. Approve and instruct the Chairman to sign the attached contracts (Attachments 1-6) with Sepco Earthscape, Inc., Far East Landscape & Maintenance, Inc., Marina Landscape Inc., and American Heritage Landscape LP, to provide landscape services commencing October 1, 2013 for a period of three (3) years, with two (2) one-year renewal options and six month-to-month extensions at an estimated annual cost of \$1,192,308.
3. Authorize the Director of ISD or his designee to exercise the renewal options and month-to-month extensions in accordance with the attached contracts, add and delete facilities, approve necessary changes to scope of services, and execute applicable contract amendments should the original contracting entities merge, be acquired, or otherwise have a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD currently contracts for landscape services for 17 County departments at approximately 120 buildings located throughout the County. The work has been divided and solicited by six geographic regions with one contract per region. The four recommended contractors are Sepco Earthscape, Inc. (Sepco) for Regions 1 and 3, Far East Landscape & Maintenance, Inc. (Far East) for Region 2, Marina Landscape Inc. (Marina) for Regions 4 and 5, and American Heritage Landscape LP (American) for Region 6.

The existing landscape service contracts will expire September 30, 2013. The recommended actions will ensure that these County facilities continue to receive services with no lapse in service.

To meet the operational needs of ISD's client departments, there may be occasions during the term of the contracts when the scope of service at a facility must be changed or when a facility needs to be added or deleted. Approval of recommendation No. 3 will provide ISD with the ability to effectively manage these situations.

Implementation of Strategic Plan Goals

The recommended contracts support County Strategic Plan Goal Number 1 (Operational Effectiveness) by maximizing the effectiveness of the County's processes and operations to support timely delivery of customer oriented and efficient public service by providing landscape services countywide.

FISCAL IMPACT/FINANCING

The estimated first year costs for the recommended contracts are as follows:

Region	Proposed Contractor	Annual Cost
1	Sepco	\$165,324
2	Far East	\$58,860
3	Sepco	\$287,892
4	Marina	\$156,708
5	Marina	\$296,376
6	American	\$227,148
Total		\$1,192,308

Sufficient appropriation for the recommended contracts is included in ISD's FY 2013-14 Adopted Budget and sufficient appropriation will be requested in future years. Expenditures will be offset through billings to County departments.

The Department conducted cost analysis to ensure the contracts are cost effective, summaries of which are attached (Attachment 7).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The terms and conditions of the recommended contracts have been approved as to form by County Counsel. The contracts contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. With the exception of the contract for Region 2, the contracts are subject to the Living Wage Program (County Code Chapter 2.201). Far East, the recommended contractor for Region 2, is exempted from the Living Wage Program based on the small business exemption. Although Far East is currently exempt from the Living Wage Program, the company has agreed to pay its employees an hourly wage of \$11.84. There is no impact to current County employees.

The contract rates are fixed for the initial three year term of the contracts. The contracts allow for a Cost of Living Adjustment (COLA) increase during the option years, if the option years are exercised by the County. The COLA language in the contracts complies with your Board's directive that COLA's for Living Wage contracts be limited to only the non-labor costs associated with the contract, unless the Contractor can demonstrate an increase in labor cost.

CONTRACTING PROCESS

On August 15, 2012, ISD released a Request for Proposals (RFP) for Landscape Services in six regions and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 8). Notice of the RFP was sent by electronic mail to 335 vendors registered with the County (Attachment 9). In addition, the contracting opportunity was advertised in the following publications: Los Angeles Times, Long Beach Press Telegram, and La Opinión (Spanish language newspaper).

The mandatory proposer's conference was held on September 26, 2012. On October 18, 2012, proposals were received for each of the six regions as indicated below. Each proposal was reviewed for responsiveness and compliance with the minimum requirements stated in the RFP.

Region 1 – Five proposals received; one disqualified
Region 2 – Four proposals received; none disqualified
Region 3 – Five proposals received; one disqualified
Region 4 – Five proposals received; one disqualified
Region 5 – Five proposals received; one disqualified
Region 6 – Five proposals received; one disqualified

The proposals disqualified from Regions 1, 3, 4, 5 and 6 were all submitted by the same company which did not demonstrate that it met the required years of experience. The proposals that met the minimum requirements were evaluated by a committee in accordance with the evaluation process identified in the RFP. Non-selected proposers received debriefings on April 9, 2013. There were no protests resulting from this solicitation.

For Regions 1 and 3, Sepco met the criteria to qualify as a Local Small Business Enterprise Vendor and was therefore granted the eight percent (8%) preference in the evaluation of its cost proposal. A summary of Community Business Enterprise Program information for each of the recommended vendors is attached (Attachment 10).

On final analysis, selections were made without regard to gender, race, creed, or color or national origin.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended contracts will allow the County to continue to provide landscape services for various County departments throughout the County of Los Angeles.

Respectfully submitted,

A handwritten signature in dark ink that reads "Tom Tindall". The signature is written in a cursive, flowing style.

TOM TINDALL

Director

TT:JS:YY

Attachments (10)

c: Chief Executive Officer
County Counsel